

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE		EFFECTIVE DATE 01/01/11	NUMBER 02.05.102
SUBJECT TRAINING COMMITTEES		SUPERSEDES 02.05.102 (12/01/01)	
		AUTHORITY MCL 791.203	
		ACA STANDARDS 3-3072; 3-3076; 3-3078; 3-4072 through 4074; 2-CO-1D-01; 2-CO-1D-03; 3-ACRS-ID-01 through 03; 1-ABC-1D-01 through 03; 4-4073, 4-4075, 4-4076, 4-4077	
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POLICY STATEMENT:

Training committees shall assist in the development and evaluation of Department training programs as set forth in this policy.

POLICY:

GENERAL INFORMATION

- A. There shall be a Staff Skills Development and Leadership Board appointed by the Director and chaired by the Administrator of the Office of New Employee Training and Professional Development (ONETPD), Operations Support Administration. The Board shall assist in the coordination and development of Department training.

FORMATION OF TRAINING COMMITTEES

- B. Each Warden shall establish at least one training committee comprised of members representative of his/her employees, including at least one representative of each collective bargaining unit representing his/her employees as designated by the collective bargaining unit; the committee shall be chaired by the institutional training officer. The Deputy Director of Field Operations Administration (FOA) shall establish at least one training committee comprised of members representative of FOA field and facility employees, including at least one representative of each collective bargaining unit representing those employees as designated by the collective bargaining unit; the FOA Deputy Director shall appoint the chair for FOA committees.
- C. Central Office also shall have at least one training committee. Each Executive Policy Team (EPT) member shall designate members of the committee who are representative of employees in his/her office, including at least one representative of each collective bargaining unit represented by those employees as designated by the collective bargaining unit. The Training Coordinator for Central Office shall chair the committee.

RESPONSIBILITIES OF TRAINING COMMITTEES

- D. Training committees are responsible for recommending changes to training programs offered by the ONETPD Administrator, except for those training issues for which the Director has appointed a special committee pursuant to Paragraph H.
- E. Each training committee established pursuant to Paragraph B or C shall meet at least quarterly during regularly scheduled work hours. Attendance at the meeting shall be considered part of an employee's assigned duties; appropriate relief and release time will be provided for members to attend the meetings. Attendance at meetings shall not result in the accrual of overtime or compensatory leave credits. Minutes of each training committee meeting shall be posted at work sites represented by the committee. Copies of the minutes of Correctional Facilities Administration (CFA) meetings shall be provided to the appropriate Warden; copies of the minutes of FOA meetings shall be provided to the FOA Regional Administrators and to the Administrator of the Office of Parole and Probation Services.

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- F. Each Warden, the chair of each FOA training committee, and the chair of the Central Office training committee shall prepare an annual report summarizing recommendations for new training or changes in existing training for approval by the appropriate EPT member. The approved report shall be submitted to the Staff Skills Development and Leadership Board by December 1 of each year. The Staff Skills Development and Leadership Board shall review the recommendations and forward the recommendations to the Director by December 15 of each year, identifying those recommendations which the Board supports. The ONETPD Administrator has the authority to revise the dates by which recommendations must be submitted.
- G. The recommendations supported by the Director shall be forwarded to the ONETPD Administrator by February 1 of each year. The ONETPD Administrator shall incorporate the recommendations, as appropriate, within Department training programs.

SPECIAL COMMITTEES

- H. The Director may appoint special committees to address specific training issues within the Department (e.g., PA 415 training). The responsibilities of those committees shall be determined by the Director.

PROCEDURES

- I. Procedures are not required for this policy directive.

AUDIT ELEMENTS

- J. A Primary Audit Elements List has been developed and is available on the Department's Document Access System to assist with self audit of this policy pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

APPROVED: PLC 11/30/10